

PUBLIC HEALTH NURSE I, CORRECTIONAL FACILITY



OPEN

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE DEPARTMENTAL OPEN FOR:

DEPARTMENT OF CORRECTIONS

WHO SHOULD APPLY Applicants who meet the minimum qualifications as stated below. Applications will not be accepted on a promotional basis.

HOW TO APPLY Submit Examination Application (Std. Form 678) and Conditions of Employment – 631 form for this examination and a Recruitment Publicity Questionnaire (optional)

By mail with:

Department of Corrections
Personnel Examining Section
P.O. Box 942883
Sacramento, CA 94283-0001

or

In person with:

Department of Corrections
Personnel Examining Section
1515 "S" Street, Room 522-N
Sacramento, CA 95814

The required Conditions of Employment – 631 form for this examination and the Recruitment Publicity Questionnaire (optional) are available at the following locations:

- Department of Corrections' (CDC) personnel offices at each correctional institution
- Personnel Examining Section at 1515 S Street, Room 522-N, Sacramento, CA 95814
- Selection and Standards Branch Testing Centers (2201 Broadway, Sacramento, CA 95818; 2510 S. East Avenue, Suite 350, Fresno, CA 93706; 9055 Haven Avenue, Suite 104, Rancho Cucamonga, CA 91730)

These documents may also be obtained electronically using the electronic mail address (health.recruit@corr.ca.gov) or by calling the toll free job line at **1-888-232-4584**, and through CDC's Intranet (<http://intranet/>) and the Internet at (<http://www.corr.ca.gov>). Most public libraries have computers available for accessing the internet.

NOTE: By completing and submitting the Conditions of Employment – 631 form applicants will eliminate numerous employment contacts for areas they are not interested in working.

APPLICATION DEADLINE/ REQUIREMENTS Applications will be accepted on a continuous basis.

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, to the same street address as listed above for the Personnel Examining Section.

NOTE: Only applications with an original signature will be accepted.

All applicants must meet the education and/or experience requirements for this examination at the time he/she files his/her application.

TEST DATE The Personnel Examining Section will notify and test applicants as needs warrant.

SALARY **As of 9/01/00**
Range A: \$3779 - \$4555
Range B: \$4157 - \$5011

Range A: This range shall apply to incumbents who do not meet the criteria for payment in Range B.

Range B: This range shall apply to incumbents in positions approved by the Department of Personnel Administration's and the State Personnel Board's staff as having regular, direct responsibility for work supervision, on-the-job training, and work performance evaluation of at least two inmates or resident workers who substantially replace civil service employees for a total of at least 173 allocated hours of inmates' or resident workers' time per pay period.

All correctional institutions **may** authorize a "**Hiring Above the Minimum**" (HAM) salary differential. Extraordinary qualifications, experience and current salary will determine the actual starting salary. The hiring authority reviews your credentials and evaluates your experience to determine if a "**Hiring Above the Minimum**" salary differential is applicable.

Recruitment and Retention Bonus

- \$800 monthly Recruitment and Retention Bonus (as of 01/01/2003)
- \$2400 annual Recruitment and Retention Bonus (Avenal State Prison, Ironwood State Prison, Chuckawalla Valley State Prison, Calipatria State Prison, and Centinela State Prison)

BENEFITS

- \$100 monthly Bilingual Differential Pay
- \$100 monthly Van Pool Incentive Pay
- \$50 monthly Education Differential Pay
- \$200 and 32 hours annually for Continuing Education Units

BENEFITS (CONTINUED)	<ul style="list-style-type: none">• Up to \$300 annual Uniform Allowance• Reimbursement of License Renewal Fees (Actual Cost)• State Registered Nurses Scholarship Fund (Administered by the Department of Personnel Administration)• Fourteen (14) paid holidays• Generous paid vacation/sick leave• State Safety Retirement Plan• Deferred Compensation Plans• Health, Dental, Vision Plans• Employee Assistance Program
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MINIMUM QUALIFICATIONS	<p>Possession of a current license as a Registered Nurse in California and a current certificate as a Public Health Nurse in California. (Applicants who do not meet these requirements will be admitted to the examination, but they must secure the required license and certificate before they will be considered eligible for appointment.)</p> <p>Special Personal Characteristics: Empathetic understanding of patients of a State correctional facility; willingness to work in a State correctional facility; emotional stability; patience; tact; alertness; and keenness of observation.</p> <p>Special Physical Characteristics: Persons appointed to this position must be reasonably expected to have and maintain sufficient strength, agility and endurance to perform during stressful (physical, mental and emotional) situations encountered on the job without comprising their health and well-being or that of their fellow employees or that of inmate.</p> <p>Assignments may include sole responsibility for the supervision of inmates and/or the protection of personal and real property.</p>
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EXAMINATION PLAN	<p>This examination will consist solely of an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care to accurately complete their application. List all experience relevant to the "Minimum Qualifications" shown on this announcement. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.</p>
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ELIGIBLE LIST INFORMATION	<p>The resulting list will be established to fill vacancies for the Department of Corrections. Names of successful candidates are merged into the list(s) in order of final scores, regardless of date. Eligibility expires 12 months after establishment, unless the needs of the service and conditions of the list(s) warrant a change in this period.</p>
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POSITION DESCRIPTION AND LOCATION(S)	<p>A Public Health Nurse I, Correctional Facility under the general direction of the Chief Medical Officer, will perform public health nursing services including the prevention and control of communicable and sexually transmitted diseases; epidemiological investigations; teaches inmates and staff prevention of the spread of infection; implements infectious disease control procedures; participates in conferences on community/public health problems; acts as liaison with State and local county health departments and other appropriate health organizations on infectious disease issues; keeps records and prepares reports and does other duties as required.</p> <p>Position(s) exist at various institutions statewide with the Department of Corrections.</p>
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VETERANS POINTS/ CAREER CREDITS	<p>Veterans preference points will be granted in this examination. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive veterans preference points. Career credits will not be granted in this examination.</p>
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GENERAL INFORMATION

Applications are available at CDC offices, State Personnel Board offices of the Employment Development Department. Conditions of Employment – 631 form and Recruitment Publicity Questionnaires are available at CDC's personnel offices, CDC's Intranet at (<http://intranet/>), and Internet at (<http://www.corr.ca.gov>) and electronic mail at (health.recruit@corr.ca.gov).

Veteran's Preference: California law allows the granting of Veterans Preference Points in **Open Entrance** and **Open Nonpromotional Entrance** examinations. Veterans Preference Points will be added to the final score of all competitors who are successful in these types of examinations and qualify for and have requested these points. Credit in **Open Entrance** examinations is granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in **Open Nonpromotional Entrance** examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions to apply for Veterans Preference Points are on the Veterans Preference Application (Std. Form 1093) which is available from State Personnel Board Offices, written test proctors, and the Department of Veteran's Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

The Department of Corrections reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDC TESTING INFORMATION CALL (916) 322-2694
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2922

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS